
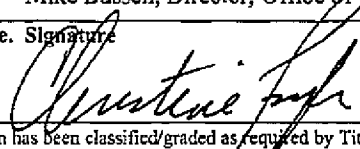
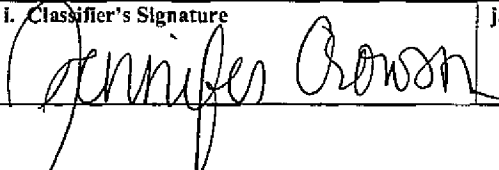


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Seattle, WA		2. POSITION NUMBER #00002614 71161	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Johnny R. Clark		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 10			g.		
c. Office of Water and Watersheds			h. Employing Office Location Seattle, WA		
d. Drinking Water Unit			i. Organization Code 91033009		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Marie Jennings, Unit Manager, Drinking Water Unit			d. Typed Name and Title of Second-Level Supervisor Mike Bussell, Director, Office of Water and Watersheds		
b. Signature 		c. Date 7/12/10	e. Signature 		f. Date
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( ___ )		i. Classifier's Signature 		j. Date
11. REMARKS FLSA changed based on agency review.					

**Drinking Water State Revolving Fund  
Environmental Protection Specialist (Project Officer)  
GS-0028-12**

**Purpose**

This position is located in the Drinking Water Unit in the Office of Water and Watersheds. The incumbent serves as Project Officer for the Drinking Water State Revolving Fund (DWSRF) projects covered under the American Recovery and Reinvestment Act of 2009 (ARRA) in the Region. The major portion of the DWSRF is a series of EPA-financed and state operated lending institutions that make low cost loans to finance drinking water infrastructure projects. The balance of the DWSRF program is used for "set-asides," which are grants to supplement activities of each state's core Drinking Water program.

The Environmental Protection Agency (EPA) makes continuing capitalization grants to states for these purposes, and exercises oversight over them to insure that they are operated and managed in a manner than is consistent with the objectives of the Safe Drinking Water Act and that waste, fraud and abuse are prevented.

**Major Duties and Responsibilities**

- **DWSRF Project Officer (60%)** - Serve as project officer for one or more state's capitalization grants. Negotiates with each state the contents of the annual intended use plan for the state's fund. Identifies and resolves instances of noncompliance by the states in their administration of their revolving funds. As the project officer, the incumbent is responsible for shepherding the grantee through the grant application process, entering the funding recommendation into the Integrated Grants Management System (IGMS), and providing other relevant information (e.g., environmental results) such that a complete funding package is ready for processing by others. Once the grant is awarded, the project officer is responsible for post-award monitoring and the close-out process. The project officer is responsible for maintaining proper grants files. As a project officer, the incumbent is responsible for maintaining proper certification and remaining current on relevant grants and project officer requirements.
- **ARRA requirements specialist (40%)** - Incumbent serves as the Region 10 point person for American Reinvestment and Recovery Act (ARRA) new requirements (Davis-Bacon, Buy American, etc.) Incumbent may assist with the reporting into [recocery.org](http://recocery.org) and also assist with the tracking of commitments and expenditures of ARRA and non-ARRA funds.

### **Knowledge, Skills, and Abilities Required Level 1-7, 1250**

1. Extensive and thorough knowledge of the DWSRF program, the Safe Drinking Water Act, the American Reinvestment and Recovery Act, state legislation authorizing the respective drinking water state revolving funds and applicable federal and state regulations.
2. Thorough understanding of cross-cutting federal laws that govern the planning, design and construction of projects that would be financed with loans from the DWSRF programs.
3. Thorough understanding of both federal and state legislative appropriations and budgeting processes.
4. Thorough knowledge of DWSRF management practices and loan portfolio management strategies.
5. Working knowledge of public finance at the state and local level and of the procedures by which state and local governments raise funds in public capital markets.
6. Working knowledge of EPA grants management procedures (pre and post-award).
7. Demonstrated ability to negotiate complex issues.
8. Excellent written and oral communications skills.

### **Supervisory Control, Level 2-4, 450 Points**

Assignments are made only in terms general objectives. The employee has responsibility for independently planning, developing, coordinating, and evaluating projects, activities, or other work. Considerable discretion is used in determining priorities. Assignments are to be completed independently. The incumbent is the judge of when to seek technical assistance and advice regarding policy implications with far-reaching impact, from the supervisor.

The work is periodically reviewed to see that it conforms to established policies. The work is seldom reviewed by the supervisor for technical accuracy and conformance with objectives of the assignment.

### **Guidelines, Level 3-4, 450 Points**

Guidelines vary from generally broad to specific. Most Drinking Water Programs have extensive regulations and guidance. Many programs provide an Annual Guidance for grant programs. Written guidelines consist of EPA grant regulations, OMB Circulars, and EPA or Region 10 procedures and requirements for Project Officers. Because any grant can present unique issues, incumbent is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

### **COMPLEXITY, Level 4-5, 225 Points**

Projects may involve working with a public entity that may have little experience with EPA grants, and educating and assisting them to understand EPA's expected process and grants requirements. The incumbent may deal with issues and problems related to public finance,

public infrastructure capital project management, and environmental law compliance on a day-to-day basis. Assignments may have complex, controversial, and unconventional features that involve distilling EPA's goals, objectives, priorities and guidance into regional application. Occasional projects may involve conflicting interests/opinions of special interest groups, tribes, etc, with unique problems or require particular coordination. Projects may require a high degree of judgment and creativity to prevent or solve problems. The workload will be full and diverse, requiring skills of time management and organization.

**Scope and Effect, Level 5-4, 225 Points**

The purpose of the work is to serve as a technical authority and liaison, and to provide the guidance and leadership necessary to resolve matters which may be complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequence. Efforts affect program policy or other decisions, the work of other technical staff in R10 and other Regions.

**Personal Contacts and Purpose, Level 6-3, 60 Points**

Personal contacts include a range of professional and administrative personnel primarily within EPA and at the state and local government level, and also may include personnel at other federal agencies or in private industry.

**Purpose of Contacts, Level 7-2, 50 Points**

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problem areas or controversies. The immediate outcome of the contacts is grants awarded to protect human health and protect or restore the environment.

**Physical Demands, Level 8-1, 5 Points**

The work is primarily sedentary, although some walking, bending, lifting may be required during field work. Employee will be required to maintain a valid state drivers license.

**Work Environment, Level 9-1, 5 Points**

Work is generally performed in an office setting although some field visits will be necessary.

THE FOLLOWING ARE REQUIRED FOR THIS POSITION: (Please check the appropriate item(s)).

- ☐ Medical Monitoring
- ☐ Credentials
- ☐ Inspector Training
- ☒ Basic Project Officer Training
- ☐ Contract Administration Training

**TOTAL POINTS: 2820**

**Environmental Protection Specialist-GS-0028-12**

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Johnny R. Clark		<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-028-12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization			
<b>When this checklist is used as an amendment to a position description, the following signatures are required:</b>			
Supervisor's Signature		Date	
Personnel Specialist's		Date	
<b>Part 1. Contracts Management Duties</b>			
			Monitors management and performance of
<b>Pre-award:</b>			delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		<b>Close-out:</b>
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property	<b>Percentage of Time Spent on Contracts Management</b>	
	Monitors cost, management, and overall technical performance of contract after award		%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		<input checked="" type="checkbox"/>	Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>			Participates in decisions/actions to ensure
<input type="checkbox"/>	Prepares solicitation for proposals	<input checked="" type="checkbox"/>	successful project completion and in decisions to impose sanctions
<input type="checkbox"/>	Identifies potential grantees for area of program emphasis		Approves payments requests or ACH drawdowns
<input checked="" type="checkbox"/>	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input checked="" type="checkbox"/>	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input type="checkbox"/>	Provides administrative information to applicants	<input checked="" type="checkbox"/>	Negotiates amendments
<input checked="" type="checkbox"/>	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	<input checked="" type="checkbox"/>	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/>	Assists applicant in resolving issues in application	<input checked="" type="checkbox"/>	Resolves with Grants Management Office administrative and financial issues
<input checked="" type="checkbox"/>	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input checked="" type="checkbox"/>	Conducts periodic reviews to ensure compliance with agreement
<input checked="" type="checkbox"/>	Negotiates level of funding		Other (list)
<input checked="" type="checkbox"/>	Conducts site visits to evaluate program capability	<b>Close-out:</b>	
<input checked="" type="checkbox"/>	Serves as resource to Selection Panel	<input checked="" type="checkbox"/>	Certifies deliverables were satisfactory and timely
<input checked="" type="checkbox"/>	Other (list)	<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
<b>Award:</b>		<input checked="" type="checkbox"/>	Reconciles payment with work performed
<input checked="" type="checkbox"/>	Prepares funding package, including Decision Memorandum	<input checked="" type="checkbox"/>	Notifies recipient of close-out requirements
<input checked="" type="checkbox"/>	Obtains concurrences/approvals		Obtains legal assistance if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/>	Reviews/concurs in completed document	<input checked="" type="checkbox"/>	If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/>	Establishes project file		Other (list)
<input type="checkbox"/>	Other (list)		
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>	
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress		
<input checked="" type="checkbox"/>	Reviews reports and deliverables and notifies recipient of comments		%
<input checked="" type="checkbox"/>	Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>			Monitors cost management and overall technical performance
<input type="checkbox"/>	Plans and negotiates work effort		Participates in decisions about project modification/termination
<input type="checkbox"/>	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input type="checkbox"/>	Obtains funding commitments		Inspects and accepts deliverables
<input type="checkbox"/>	Prepares commitment notice		Other (list)
<input type="checkbox"/>	Writes or reviews scope of work		
<input type="checkbox"/>	Responds to pre-agreement inquiries		
<input type="checkbox"/>	Participates in pre-agreement conferences		
<input type="checkbox"/>	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	<b>Close-out:</b>	
<input type="checkbox"/>	Negotiates and ensures execution of Superfund State Contracts (Superfund only)	<input type="checkbox"/>	Reviews final report
<input type="checkbox"/>	Performs technical evaluation of work plan and budget	<input type="checkbox"/>	Decides on disbursement of equipment
<input type="checkbox"/>	Prepares funding package and obtains necessary concurrences	<input type="checkbox"/>	Reconciles payments with work performed
<input type="checkbox"/>	Other (list)	<input type="checkbox"/>	Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
		<input type="checkbox"/>	Certifies deliverables
		<input type="checkbox"/>	Resolves close-out issues with Grants Management Office/other agency
		<input type="checkbox"/>	Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>	
<input type="checkbox"/>	Reviews progress reports/financial reports		%